



TOWN OF BROOKFIELD
100 Pocono Road
Brookfield, CT 06804

JOB OPPORTUNITY

Recruiter/Contact:	Fern Smenyak, Human Resources Director Email: fsmenyak@brookfieldct.gov Fax: (203)775-4068
Posting Date:	March 2, 2022
Job Title:	Full-time Assessor's Aide
Department:	Assessor's Office
Hiring Manager:	Assessor
Job Level and Rate:	\$27.79 per hour; Non-Exempt
Job Description:	ASSESSOR'S AIDE The Town of Brookfield seeks an organized individual with excellent administrative skills for the position of Full-time Assessor's Aide. General duties include, but are not limited to, researching property transactions, computing and processing tax credits, preparing property lists as directed by the supervisor, and duties of a varied and responsible nature. The ability to understand and follow oral and written directions, attention to detail and excellent interpersonal skills are required. A full job description is available in the Human Resource Department. Submit resume/and or application to: Human Resources Department at the above listed address. <u>Applications/Resumes must be received by March 11, 2022 EOE</u>
Job time:	35 hours per week; Monday-Friday 8:00 a.m. – 4:00 p.m.
Skills Required:	Good office skills, attention to accuracy and keen awareness of time constraints. The successful candidate must demonstrate initiative and the ability to work independently. Applicant must possess excellent interpersonal, organizational and patron service skills. Must be able to work in an environment with frequent interruptions. Proficiency in MS Office Suite a must.
Education Required:	High School Diploma Preferred CCMA, AAT or equivalent classes
Licensure Requirement(s):	N/A
Union or non-union position:	Union; CSEA

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit for extended periods of time to view & operate computer equipment, and to stand for extended periods of time to assist desk customers. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus.